

CONFIDENTIAL

Approved For Release 2001/11/08 : CIA-RDP83T00573R000200230015-2

31 JUL 1980

MEMORANDUM FOR: [REDACTED] 25X1A

VIA: Deputy Director of Data Processing &C
Deputy Director for Processing
Chief, Special Projects Division

FROM: [REDACTED] (C) 25X1A
Chief, Administrative Staff, ODP

SUBJECT: Reimbursement for Use of Private Aircraft (U)

REFERENCE: [REDACTED] revised 25 Oct 1977 25X1A

1. Your memorandum dated 27 June 1980 requesting reimbursement for use of your private aircraft for official travel is disallowed. [REDACTED] states "Use of privately-owned aircraft or boats may not be authorized or approved for the performance of official travel." Your domestic travel order authorized official travel by common carrier and not by private aircraft. Since you elected not to use common carrier, we can not entertain your request for reimbursement for an item which is not reimbursable by regulations. (U) 25X1A

2. Paragraph two (2) has been reviewed with both finance officers who cannot recall having such a discussion with you concerning your travel by private aircraft to California. They became aware of this only after you submitted your travel claim. I regret any loss on your part but I can find no evidence that you were misinformed on this matter. (U)

3. If you desire to pursue this matter further, you are free to write a memorandum via this office to the SSA/DDA in Room 7D10, Headquarters Building for final disposition. (U)

[REDACTED]

25X1A

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

DERIVATIVE CL BY 681027
☐ DECL ☒ REVW ON 2 July 2000
DERIVED FROM 792 2

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TRAVEL

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- (2) Scheduled common-carrier departures and arrivals at reasonable hours will be used in constructive cost comparisons. Scheduled departures and arrivals at unreasonable hours will be disregarded. For this purpose, "unreasonable hours" mean those which would unduly inconvenience or affect the safety of the traveler, or would result in unduly increasing the constructive per diem.

- (3) In determining the constructive common-carrier cost there will also be included the usual transportation costs to and from the common-carrier terminals. In addition, the cost of excess baggage will be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies to the weight of the baggage or presents other acceptable evidence of its weight.

25X1A

- d. (U/AIUO) TRANSPORTATION ALLOWANCE. The provisions of [REDACTED] apply when a transportation allowance has been authorized as reimbursement for the use of a privately owned vehicle for official business.
- e. (U/AIUO) TRAVEL BY AIRCRAFT OR BOAT. Use of privately owned aircraft or boats may not be authorized or approved for the performance of official travel.
- f. (U/AIUO) UNUSUAL CIRCUMSTANCES. Upon recommendation and justification by an Operating Official, the Deputy Director for Administration may determine that the maximum mileage rates prescribed above are inadequate to meet operational and security requirements peculiar to the Agency and may prescribe higher rates for specified areas abroad.

→Revised: 25 October 1977 (1076)

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CL BY: 008348

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MEMORANDUM FOR: [REDACTED]

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Deputy Director for Processing
Chief, Special Projects Division

FROM: [REDACTED] (C)
Chief, Administrative Staff, ODP

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

DERIVATIVE CL BY 621027
☐ DECL ☒ REVW ON 21 July 2000
DERIVED FROM 77.12

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STATINTL

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